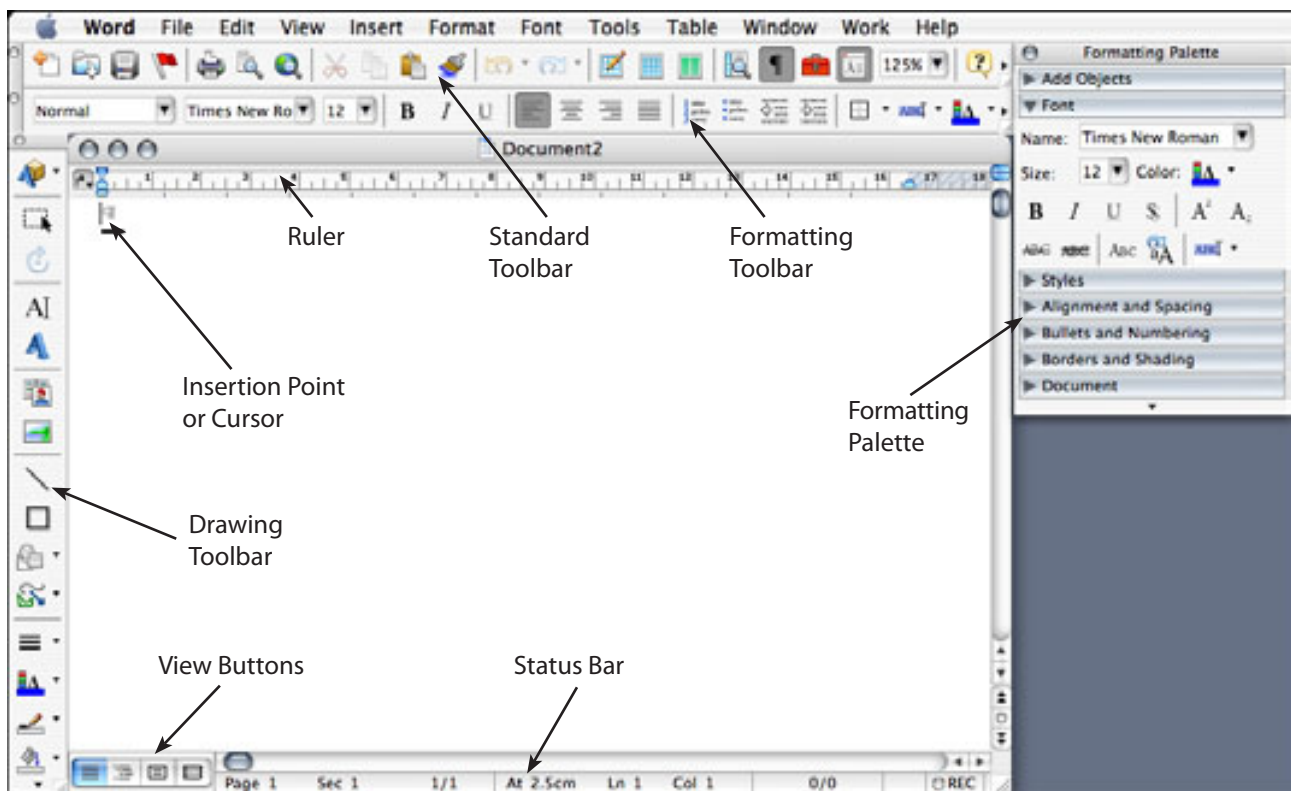


Introduction to Microsoft Word

Microsoft Word is a powerful word processing program that allows you to enter text, make changes to it, format it, record and print it. You can use it to produce professional business letters, reports, job applications, personal resumes, curriculum vitae, essays, class projects, etc.

Getting Started

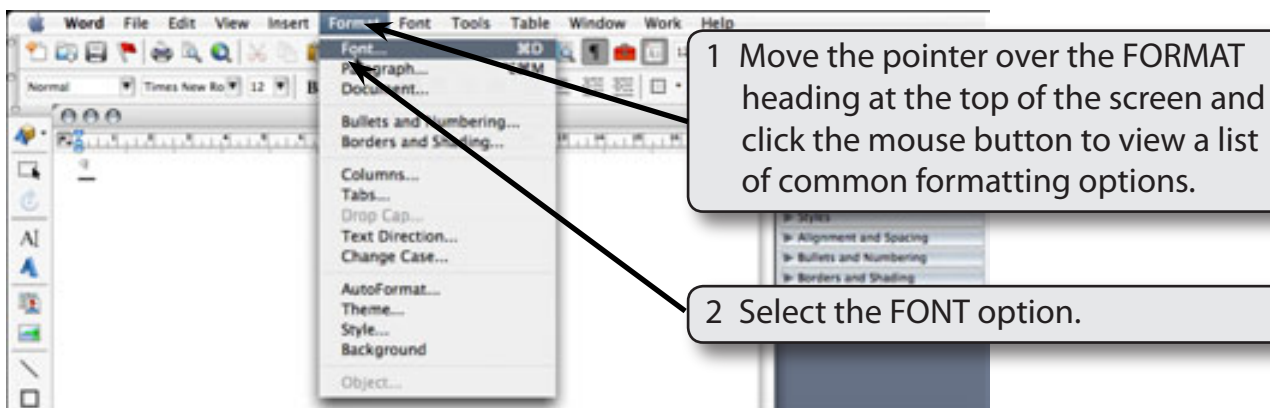
- 1 Load Microsoft Word and you will receive the PROJECT GALLERY dialogue box. Click on OK to open the word processor screen.
- 2 Look at the labelled Microsoft Word screen below and refer to it until you are familiar with all the components.



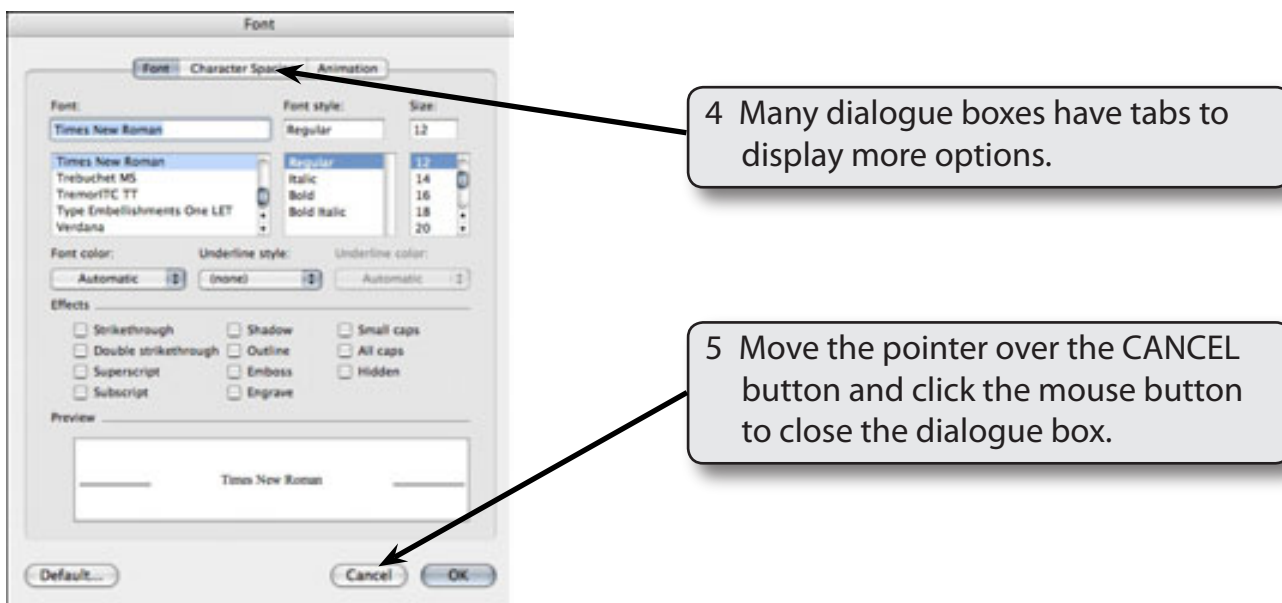
NOTE: The Drawing Toolbar and/or Ruler may not be on your screen at the moment.

Looking at the Menus

The MENUS at the top of the screen contain all the word processor commands that are available to you. The following steps will show you how to use them.



- 3 You should receive the FONT dialogue box which allows you to change type styles, sizes, text colour, etc.



- 6 Try looking at the contents of the other menus, although there is no need to try any of the options in the menus at this stage.

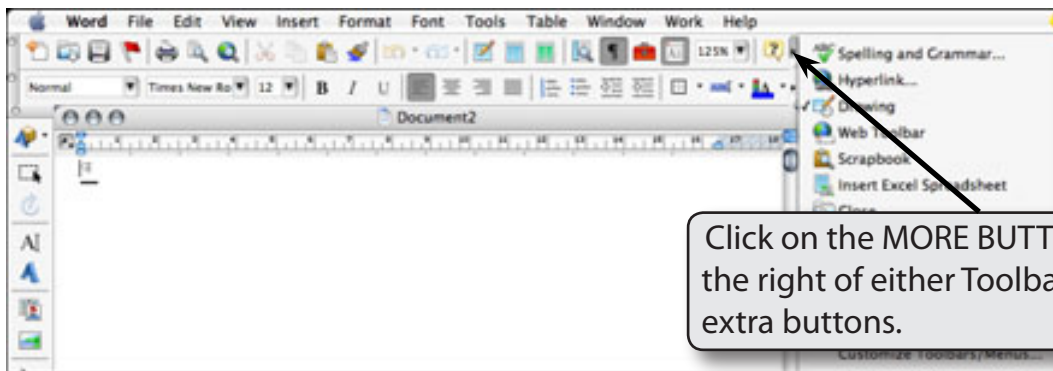
The Toolbars

Any text that is entered into Microsoft Word can have its appearance adjusted using the options in the FORMAT menu or by using the shortcut buttons in the Toolbars at the top of the screen. There are two toolbars that are usually displayed when Word is first loaded, the STANDARD Toolbar and the FORMATTING Toolbar.

The STANDARD Toolbar provides buttons to operate your system, save, open, print, etc.

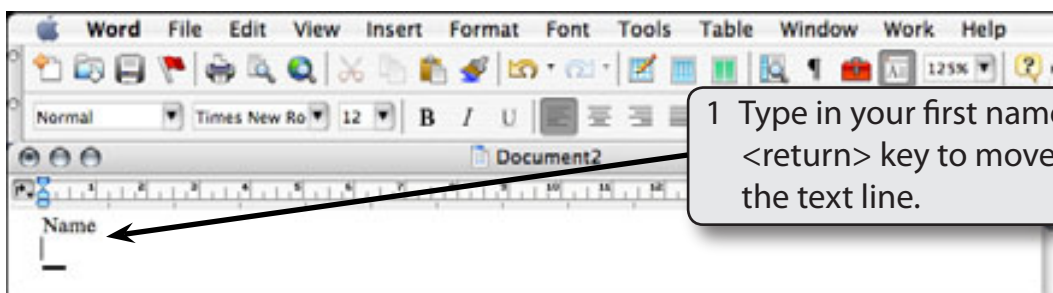
The FORMATTING Toolbar provides buttons to format documents.

Both Toolbars have extra buttons that can be used.

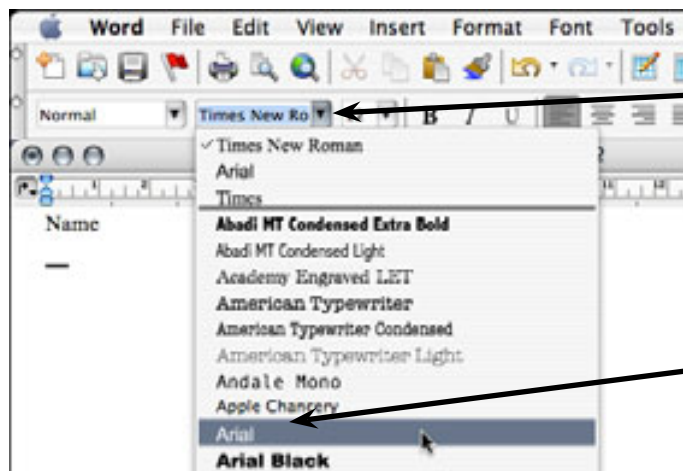


Formatting Text

The FORMATTING Toolbar will be used to format some text.

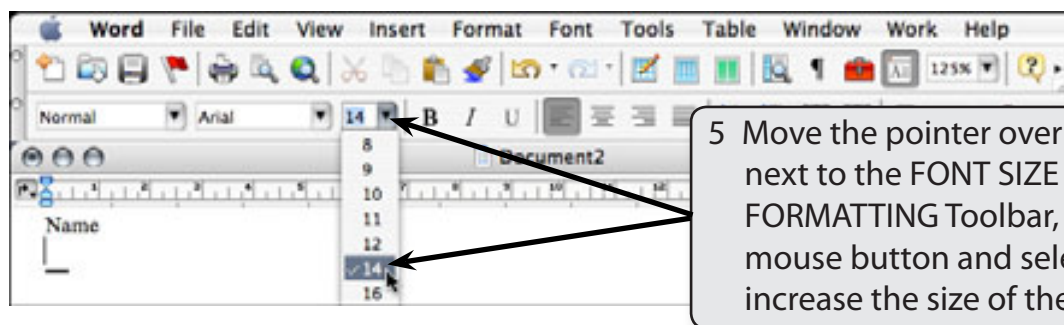


- 2 At the moment the font is probably set to TIMES or TIMES NEW ROMAN, the program's default font.



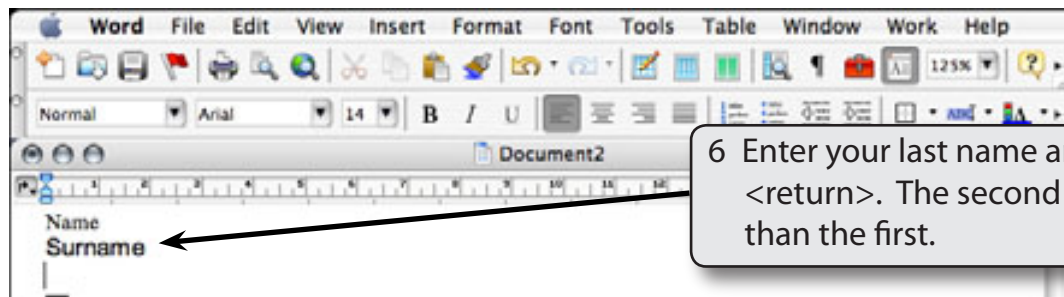
3 Move the pointer over the arrow next to the words TIMES NEW ROMAN in the FORMATTING Toolbar. This is the FONT box.

4 Click the mouse button to display the font list, scroll until you find ARIAL and click the mouse button to select it.



5 Move the pointer over the arrow next to the FONT SIZE box in the FORMATTING Toolbar, click the mouse button and select 14 POINT increase the size of the text.

NOTE: If your mouse has two buttons, whenever an instruction says to 'click the mouse button', it means click the LEFT mouse button.

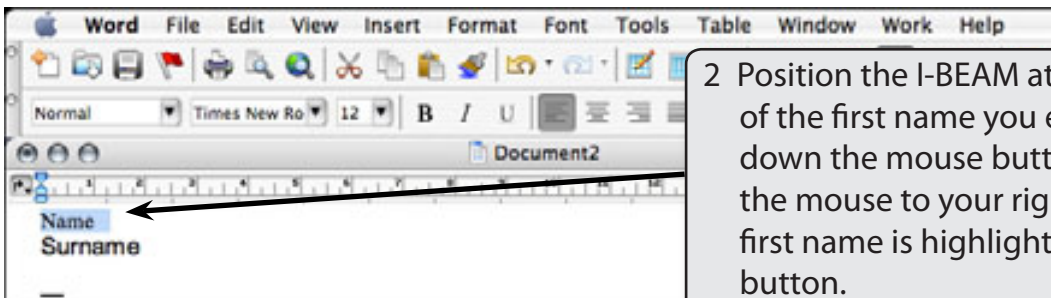


6 Enter your last name and press <return>. The second name is larger than the first.

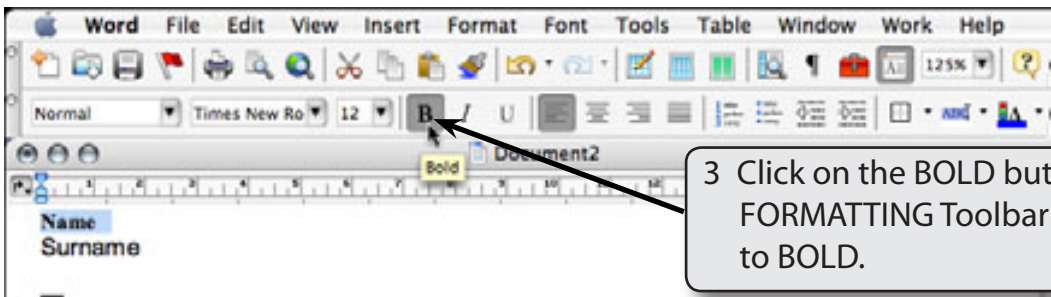
Changing the Format of Text

It is important to be able to efficiently alter the format of text once it has been entered. Microsoft Word makes this an easy process.

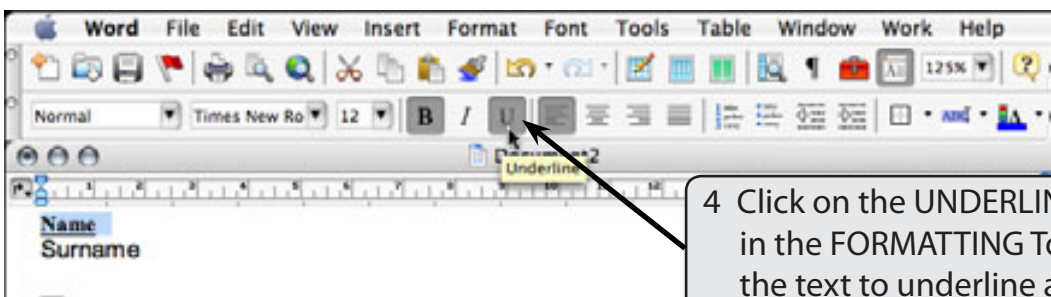
- 1 Move the mouse around the screen and notice that the pointer is set to a shape that looks like a capital I when it is over the typing area. This is called the I-BEAM and it allows you to position the cursor (or insertion point) anywhere in your document. When the pointer is over a Toolbar, Menu or Status Bar it is an arrow.



- 2 Position the I-BEAM at the beginning of the first name you entered. Hold down the mouse button as you drag the mouse to your right. Once all the first name is highlighted release the button.



- 3 Click on the BOLD button in the FORMATTING Toolbar to set the text to BOLD.



- 4 Click on the UNDERLINE button in the FORMATTING Toolbar to set the text to underline as well.